

VIEW PAY STUBS FROM OTHER BALTIMORE COUNTY JOBS

Advantage Employee Self Service (ESS) defaults to your primary job. If you receive paychecks from Baltimore County for more than one job or appointment, you will need to adjust the view in ESS to view your secondary pay check information.

VIEW COMPENSATION

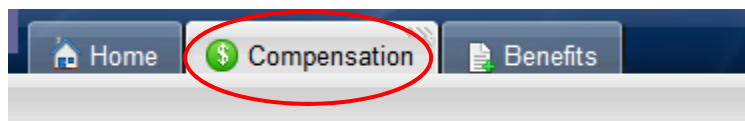
QUICK STEPS

Follow these steps to view pay stubs from multiple jobs or appointments:

1. Log in to your ESS account
2. Select the Compensation tab at the top left of the page to view your Issued Checks and Advices for your primary job.
3. Select the My Jobs link at the top right of the ESS window.
4. In the My Jobs window, place a check next to the job you wish to view by clicking in the corresponding Select column.
5. Select the Save button.
6. Select the down arrow at the top right of the Issued Checks/Advices widget
7. Select Refresh from the menu.
8. Your secondary pay check information is available.
9. Repeat the steps to view pay stubs for additional positions listed in the table, or to return to the pay stub for your primary job.
10. Don't forget to close any open windows and to log out of ESS when finished.

STEP BY STEP

1. Log into your ESS account.
2. Select the Compensation tab at the top left of the page to view your Issued Checks and Advices for your primary job.



3. In the Issued Checks/Advices window, the paystubs from your primary job are displayed by default.

Issued Checks/Advices

This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year:

Appointment ID	Check Date	Type of Check	Gross Pay Amount
	12/19/2014	Regular	1200.00
	12/05/2014	Regular	1200.00
	11/21/2014	Regular	1200.00
	11/14/2014	Pay Type Supplemental	629.85
	11/07/2014	Regular	1200.00

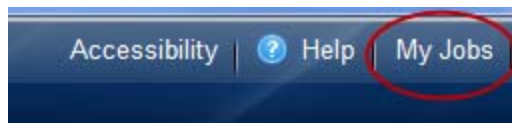
Disposition Information

Appointment ID :
Check Date : 12/19/2014
Bank Account : FP
Bank Name : M&T Bank
Check Number : 000000021192068

Payment Summary Information

Payroll Number : PUBLIC SAFETY
Title : POLICE ASST

4. Select the My Jobs button at the top right of the ESS window.



5. The My Jobs screen pops up, with a list of your jobs in a table format.

My Jobs

Below is a list of your jobs/appointments with Baltimore County. Current jobs have an "Job Status" of Active-Salary or Active-Ho information relating to a specific job/appointment.

Select	Primary	Department	Unit	Title
✓	Yes	Police	OPERATIONS	POLICE ASST
		Rec & Parks	COMM & NEIGH OR	MONTHLY EMP

My Jobs

Below is a list of your jobs/appointments with Baltimore County. Current jobs information relating to a specific job/appointment.

Select	Primary	Department	
	Yes	Police	OPERATION
✓		Rec & Parks	COMM & NEI

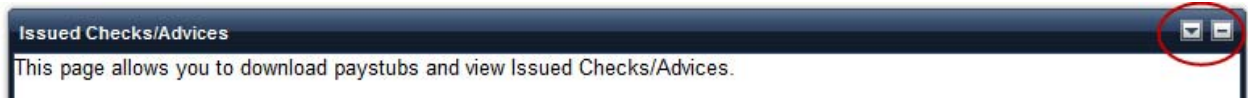
6. Select the line relating to the job you wish to view.
7. Select the Save button.

My Jobs

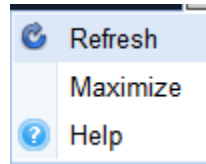
Below is a list of your jobs/appointments with Baltimore County. Current jobs information relating to a specific job/appointment.

Select	Primary	Department	
	Yes	Police	OPERATION
✓		Rec & Parks	COMM & NEI

8. The My Jobs screen disappears.
9. Select the down arrow on the right side of the Issued Checks/Advices window.



10. Select Refresh from the menu



11. The pay stubs from your secondary position are now displayed.

Issued Checks/Advices
This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year:

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Amount
1	12/19/2014	Regular	446.88	254.88
1	11/21/2014	Regular	399.84	230.84
1	10/17/2014	Regular	407.68	231.68
1	09/19/2014	Regular	423.36	250.36
1	08/15/2014	Regular	392.00	229.00

Disposition Information

Appointment ID : 1
Check Date : 12/19/2014
Bank Account : FP
Bank Name : M&T Bank
Check Number :

Payment Summary Information

Payroll Number : MONTHLY
Title : MONTHLY EMP

12. Repeat the steps to view pay stubs for additional positions listed in the table, or to return to your primary job.
13. Don't forget to close any open windows and to log out of ESS when finished.

TROUBLESHOOTING TIPS:

If the My Jobs window does not display correctly:

- 1. Select the Home tab.**
- 2. Select My Jobs from the Home screen.**
- 3. Place a check in the Select column next to the job you wish to view.**
- 4. Select Save.**
- 5. Return to the Compensation tab.**

If you continue to have any problems viewing your pay stubs, please contact the Service Desk at x 8200.